

**Crosswell Drive Elementary School**  
**Parent-Student Handbook**  
**2017-2018**



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<http://cde.sumterschools.net>



## **Vision**

Crosswell Drive Elementary will provide a positive learning environment that strives to develop critical thinkers, lifelong learners, and productive citizens.

## **Mission**

Crosswell Drive Elementary will meet the needs of the whole child by preparing innovative, diverse, and successful learning opportunities in an educational, arts, and technology matrix that is a joint effort by staff, community, and parental support.

### **The School Day (\*\*Office Hours: 7:30 a.m.—3:30 p.m. \*\*)**

The instructional school day at Crosswell Drive Elementary is from 7:30 a.m. to 2:10 p.m. Students should not arrive at school prior to 7:00 a.m. as this is a safety and supervision issue. Breakfast is served from 7:15 a.m. until 7:30 a.m. In order to receive breakfast, students must arrive at school by 7:15 a.m. Students will be dismissed at 2:10 p.m.

**Pre-Kindergarten (PreK)/Kindergarten students and their siblings arriving by car** should use the Kindergarten Drop-Off/Pick-Up area located near the Kindergarten wing. **Pre-Kindergarten students** are to report to the classroom.

Staff members will be at the door to greet these students from 7:00 a.m. until 7:30 a.m. Pre-Kindergarten (PreK) students are to report to their classroom. All Kindergarten students and siblings are to report to their classroom. Any student arriving after 7:30 a.m. is considered tardy and must use the Main Entrance. A parent or guardian **must** accompany any late student to the Attendance Office to receive a tardy slip.

**All other students arriving by car** should use the front Drop-Off/Pick-Up area located near the Multi-Purpose building parking lot. Students are to report to the cafeteria. Staff members will be at the drop-off area from 7:00 a.m. until 7:25 a.m. Any student arriving after 7:30 a.m. is considered tardy and **must** use the Main Entrance. Under no circumstances should students be dropped off at the Main Entrance (unless tardy). A parent or guardian **must** accompany any late student to the Attendance Office to receive a tardy slip.

**The Lafayette area walkers** are to enter the building using the Lafayette Walkway entrance. Pre-Kindergarten (PreK) students are to report to their classroom. All other students are to report to their classroom. Staff members will be at the drop-off area from 7:00 a.m. until 7:30 a.m. Any student arriving after 7:30 a.m. is considered tardy and **must** use the Main Entrance. If walking with child, a parent

or guardian must accompany any late student to the Attendance Office to receive a tardy slip. If tardy and walking alone a parent or guardian will be contacted by the Attendance Office.

**The Bowman area walkers** are to enter the building using the Bowman Walkway entrance. Pre-Kindergarten (PreK) students are to report to the classroom. All other students are to report to the cafeteria. Staff members will be at the drop-off area from 7:00 a.m. until 7:30 a.m. Any student arriving after 7:30 a.m. is considered tardy and **must** use the Main Entrance. If walking with child, a parent or guardian must accompany any late student to the attendance office to receive a tardy slip. If tardy and walking alone a parent or guardian will be contacted by the attendance office.

**Bus riders** will arrive at the bus port.

**Crosswell Drive Elementary School's Behavior Expectations:**

**S**-Stay Safe

**O**-On Task

**A**- Always Respectful

**R**- Responsible

**Communication Folders/Agendas**

Teachers will send home student communication folders (K-2) and agendas (3-5) to keep each parent/guardian informed on a regular basis. These are to be used as two-way communication between the teacher(s) and home or home and the teacher(s). We encourage you to look over your student's communication folder/agenda daily.

**Dress Code**

Students will dress and groom in a clean and neat manner which does not distract or interfere with the operation of the school. Student attire should not be destructive to school property or be immodest or revealing and should comply with requirements for health and safety. Clothing that will cause or is likely to cause disruption of the learning process of others may not be worn.

The following are **not to be worn by students**;

- hats, bandannas, scarves, gloves, shower caps, hair combs, picks, curlers or hairnets and sweatbands, or any other unauthorized head covering, hoodies
- sunglasses or goggles (inside building), except prescription sunglasses upon medical orders
- cut-off clothing unless it is cuffed or hemmed
- gang-related colors, jewelry or insignia
- gym shorts, fishnet shirts or blouses, tank tops, halters, cut or torn clothing, tube tops, t-strap tops, tops which show the abdomen, midriff or inner arm pit areas; see-through garments or underwear worn as outer clothing (proper under garments will be worn at all times)
- ‘pedicure-style’ *flip-flops*, flip-flops that can easily be torn apart, *slides*, footies, pajamas, house shoes or bedroom slippers (students must wear appropriate footwear at all times; shoes will be worn for safety and health reasons; no person should be barefoot at school; shoes, sneakers, boots, etc., must be laced up and tied)
- lycra or spandex clothing or any excessively tight clothing (leggings may be worn under shorts or dresses provided that the shorts or dresses meet the length standards)
- any clothing or accessories with profanity or distasteful depictions; advertising for drugs, alcohol, or tobacco companies; or “political statements” advocating violation of law
- hats and gloves may be worn to school, but not inside the school building.
- shorts, short skirts, skorts, etc., must be no shorter than three inches above the knee.
- boxer shorts may not be worn as outside clothing. Biker shorts, spandex shorts and umbro shorts may not be worn.
- jeans or pants with holes may be worn only when the holes are not deemed indecent.
- no sagging pants, shorts, skirts, etc. are allowed. These items should be worn above the hip
- belts must be kept buckled. Suspenders or overall straps must be hooked and kept on shoulders
- all clothing must be sized appropriately. Clothing must be decent, clean and properly worn at all times.
- shirts (male or female) must be tucked in (This includes t-shirts and garments worn as undershirts or over shirts)
- mid-length blouses that are made to be worn out and do not otherwise violate the dress code are appropriate
- administrators reserve the right to have students tuck in shirts upon request and wear belts at the waist if clothing appears to be inappropriately sized
- staff members have the authority to confiscate inappropriate items such as hats or sunglasses worn in the building. These items will be held by the school and the school is not responsible if the items are damaged, stolen or lost.
- any student found to be in violation of the dress code will be required to report to the office to call someone to bring an appropriate change of clothes and/or to receive disciplinary action
- any attire deemed by the administration to be unsuitable or disruptive to the educational or cultural climate of the school

## **Admission Requirements**

For a student to be enrolled in school, the following criteria must be met:

The student must be a resident of Sumter School District, living in the Crosswell Drive School zone or have a letter on file from the superintendent granting official permission to attend Crosswell.

The student must be:

- Four on or before September 1<sup>st</sup> for Preschool.
- Five on or before September 1<sup>st</sup> for Kindergarten.
- Six on or before September 1<sup>st</sup> to enroll in 1<sup>st</sup> grade.

A completed and signed application must be on file. Upon registration, parents are should provide school personnel with the child's official birth certificate, proof of residence, and immunization records. Parents of children transferring from another school district are encouraged to bring the child's latest report card and any other relevant documentation.

Legal guardianship papers are required if the student does not live with a natural parent.

According to state law, if your child is transferring from an out-of-state school, his/her health certificate information must be on a South Carolina form. Out-of-state certificates may be taken to a doctor or clinic in South Carolina to inquire what previous information can be transferred to the South Carolina form.

All children are required to be immunized against diphtheria, tetanus, whooping cough, polio, mumps, chicken pox, red and German measles, and Hepatitis B. One dose of the Tdap vaccine is required for all seventh grade students. Tdap is routinely administered at 11-12 years of age; however, if Tdap is needed at an earlier age, a dose administered on or after the seventh birthday will meet this requirement.

## **Attendance**

**It is imperative that students arrive on time and attend school regularly.** While some absences for illness are unavoidable, nothing can replace the educational, cultural, and social contacts students experience through regular participation in class. Students with good attendance achieve more than students who are often absent. Attendance is also a major criterion in promoting a student.

According to state law, students must attend a minimum of 180 days of school a year. If a school closes due to inclement weather, the school year may be extended to allow students to make up the missed days. Of these 180 days, students cannot miss more than ten days per year including excused and unexcused absences. The parent or guardian must contact the school when it is necessary for their children to be absent and send a note explaining the absence when the child returns to school. Reasons for excused absences are illness, death in the immediate family, emergencies, and recognized religious holidays. Any written excuse from the attending physician must be

submitted within five days after returning to school or it will be considered an unlawful absence. No parent or doctor's excuses will be accepted beyond the legal limit; a medical note for absences past the accepted ten days may be excused on a case by case basis after a conference with medical personnel.

### **Bus Riders**

All school bus passengers will abide by transportation laws, rules, and regulations at all times. Misconduct on the bus can distract the driver's attention from his/her primary responsibility, which is to transport all students to and from school in a safe and orderly manner. Failure to do so will result in suspension from the school bus.

Be polite to the driver at all times.

Enter and leave the bus without pushing or crowding.

Remain seated and facing forward at all times.

Talk using a quiet "inside" voice.

Keep arms, elbows, legs, and head inside the bus at all times.

Keep the bus clean—no food or beverages are allowed on the bus.

**Remember** to stand at the bus stop away from the street;

Never run along the side of the bus when it is moving; never walk behind the bus; check traffic before crossing the street.

### **Car Riders**

Parents, please remain in the car line until your child exits/enters your vehicle.

Students should exit/enter from the passenger side of your car.

Please be patient and wait your turn. Do not park and walk to pick up your child.

Do not drop off or pick up your child anywhere other than the designated car lane.

### **Class Assignments**

The principal will determine the class assignments of all students in order to meet the needs of each individual student.

### **Conferences**

Parents are encouraged to contact the teacher or principal any time there are questions or concerns. Regular communication between the home and school is critical. Crosswell Drive Elementary values the instructional time for all students. Please contact your child's teacher to arrange a conference time.

### **Discipline**

Crosswell Drive Elementary implements the following Code of Conduct Training Process to include:

Code of Conduct training sessions for students.

A copy of the Code of Conduct is provided to each student.

### **Dismissal**

The instructional school day at Crosswell Drive Elementary is from 7:30 a.m. to 2:10 p.m. Student dismissal will begin promptly at 2:10 p.m.

Upon dismissal:

- Bus riders will report to the Bus Port and board their assigned bus
- Lafayette area walkers will report to the Media Center to exit the building
- Bowman area walkers will report to Room 408 to exit the building
- Car riders will report to the designated car rider areas for pick-up
- Pre-kindergarten/Kindergarten students and their siblings will use the Kindergarten pick-up area located near the Kindergarten wing
- All other car riders will report to Drop-Off/Pick-Up area located near the Multi-Purpose building parking lot.

No students will be allowed to exit the building through the main entrance. There is to be no parent parking in the front of the building near the front entrance or walker dismissal doors for the purpose of picking up students at dismissal. All "walkers" will need to leave the campus on foot. Once students are dismissed they are not allowed to return to campus.

### **Early Release**

Our instructional day ends at 2:10 p.m. and students are engaged in learning activities until the very end of their school day. Please help us protect each child's valuable instructional time by refraining from checking your child out early. We ask that you do not sign your child out for early release after 1:00 p.m.

### **Classroom Celebrations**

Students will participate in celebrations throughout the year to reward positive academics and behavior. Please make arrangements in advance with your child's teacher if you wish to send snacks to school. Following District guidelines, food items must have high nutritional value. All food items will have to be commercially prepared. Flower arrangements and balloons present a distraction to the classroom environment and therefore will not be delivered to a student's classroom. They are also not permitted on the bus ride home. Please do not send flowers and balloons to school. Please be aware of other students' food allergies when making arrangements with your child's teacher.

### **School Health Reminders**

#### **Medications/Student Health**

When students become sick or injured during the school day, parents will be called. In order to do this, we need accurate contact information at all times. If your child has a special health problem or a condition that the school needs to be aware of and prepared to handle, it is the parent's responsibility to provide written documentation of this need. The school nurse and the health room staff are prohibited from giving medications to students without the proper medical forms completed. These forms are available in the front office and the health room. The medicine, in its original container, and completed form must be taken to the office by a parent/guardian in order for medication to be administered by the school nurse or health room staff.

#### **Taking Medications at School**

- It is highly recommended that all medications be given at home, by a parent or guardian, if possible.
- If a medication must be given at school, a permission form must be completed by the parent and healthcare provider.
- Prescription medication (medication filled by a pharmacy) and over the counter medication (medication that you buy off the shelf at a drug store) **REQUIRE** the signature of the healthcare provider **AND** the parent before it can be given at school.
- The medication must be in a properly labeled container that states the medication name, dosage and time to be given, as ordered on the permission form.



- Please do not send pills or medications that have been removed from the original packaging to school. These medications will be confiscated for proper disposal or parent pick-up. No medications received in envelopes, foil or other make-shift containers will be given to the student by school personnel.
- Do not send medication to school in the care of the student. All medication must be brought to the school by an adult.

### **Student Care in the Health Room**

- Student concerns and complaints are evaluated upon arrival to the health room with the goal of returning the student to class as quickly as possible. This is to ensure that the child does not lose valuable instructional time.
- In the circumstance of severe illness or injury, the school will notify the parent, guardian or alternate contact person to pick-up the child. **It is important to ensure that the school has working contact numbers for the parents or guardians and at least one other emergency contact that has agreed to pick your child up from school in the case of an urgent need.**
- The school health room is a short term first-aid center. If your child requires more than this as a result of illness or injury, he/she should be cared for at home and/or receive medical attention; such as, a doctor's office or urgent care center.
- Notify the school if your child has any type of illness, chronic condition or special health care need which will require our assistance.
- Notify the school as soon as possible concerning any changes in your child's health condition during the school year.

### **Food Allergies**

If you have a child who has a food allergy, needs special meals or a diet modification while at school, there is a form that needs to be completed by your child's doctor in order to accommodate your request. Please see cafeteria manager or school nurse for the appropriate form. This form needs to be completed by your child's doctor and returned to cafeteria manger each year. This is for your child's safety at school since many food allergies can be life threatening.

### **Emergency Preparedness Plan**

#### **Fire**

The school will execute the following procedures;

- Evacuate the building according to plan.
- Close all windows and doors.
- Take attendance roll book.
- Walk children out of the school to designated area.
- Take roll to insure that all students are accounted for, if not send messenger to notify principal.

## **Earthquake**

The school will execute the following procedures;

- Keep calm; don't run or panic.
- If you are outdoors, stay outdoors; if indoors, stay indoors.
- If you are indoors, sit or stand against an outside wall, or take cover under desks or tables.
- Stay in this position until building tremor or flying debris ceases.
- Stay away from windows and outside doors.
- If you are outdoors, stay away from overhead electric wires, poles, or anything that might shake loose and fall.

## **Tornado**

The school will execute the following procedures;

- The signal will be three blasts on the fire drill horn.
- Teachers will proceed to designated areas away from open areas such as windows or doors.
- Children will sit or kneel on the floor facing the wall with a book over their heads.
- They will remain in the position until the all clear signal. Classroom activities may resume after the all clear signal.

## **Grading**

The Uniform Grading Scale as follows:

<b>A</b>	<b>90-100</b>	<b>C</b>	<b>70-79</b>	<b>F</b>	<b>59 and below</b>
<b>B</b>	<b>80-89</b>	<b>D</b>	<b>60-69</b>		

## **Retake (Assessment) Opportunity**

Students scoring below 60% on an assessment in the major grading category will be given the opportunity to be retaught and reassessed. The teacher will determine if the student should retake the entire assessment, a portion of the assessment or an alternative assessment on the same grade level standards. The student will receive the higher of the two scores (original assessment grade vs. re-assessment grade) **not to exceed a passing grade of 60%.**

### **Make Up Work**

Students will be given the opportunity to make up missing assigned work. When students are absent a “0” will be recorded, by the teacher and calculated into the student’s average by PowerSchool, until the student completes his/her makeup assignments. Missed assignments must be turned in by the next grade progress report. \*\*\*Extenuating circumstances are at the discretion of the school.

### **Homework**

Homework is designed to enrich and extend school experiences through related home activities and to reinforce learning by providing practice and application. Parents/Guardians should check their student’s folder/agenda daily for homework and assignments.

### **Inclement Weather**

During periods of unsafe weather conditions when it may be questionable to hold school, the school district has several options including closing school, opening schools one hour late, or opening schools two hours late.

Decisions for any of these options will be announced to the public no later than 5:00 a.m. on the day in question on the following local radio and television stations: WIBZ 95.5 FM, WKHT 93.7 FM, WICI 94.7 FM, WNOK 104.7 FM, WDXY 1240 AM, WTCB 106.7 FM, WCOS 97.5 FM, WLJI 98.3 FM, WWDM 101.3 FM, WHXT 103.9 FM and WMHK 89.7 FM. The television stations used are WIS TV 10, WOLO TV 25, WBTW 13, WACH 6, and WLTX TV 19.

**ALL STUDENTS MUST HAVE AN EMERGENCY NUMBER WHERE SOMEONE CAN BE REACHED WHEN THE SCHOOL CALLS. UPDATE IMMEDIATELY IF IT CHANGE**

### **Library Media Center**

Students will visit the library at least once per week and will be given the opportunity to check out library books. When a student checks out a library book, he or she is responsible for the book as well as the fee if the student loses or destroys the book.

### **Cafeteria**

The food service program offers nutritious and delicious breakfast and lunch. All students at Crosswell Drive will receive breakfast and lunch each day with no charge. Parents are welcome to join their child/children for lunch on any school day. All visitors are required to sign-in at the Main Office. We ask that parents either purchase a lunch from school, or bring a bag lunch from home. Any food purchased outside of the school cafeteria (e.g. fast food, carbonated drinks, etc.) is prohibited.

### **Parent-Teacher Organization (PTO)**

The purpose of the PTO is to support and assist in the development of academic and social programs for the students of Crosswell Drive Elementary School. Membership is just \$5.00. We look forward to a great year working together to support our students.

### **Report Cards/Interim Reports**

**Interim reports** will be issued to students on September 20<sup>th</sup>, December 1<sup>st</sup>, February 21<sup>st</sup>, and May 7<sup>th</sup>. **Report cards** will be issued on November 2<sup>nd</sup>, January 29<sup>th</sup>, April 10<sup>th</sup>, and June 7<sup>th</sup>.

### **Parent Portal**

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. **Parents must register with the school to receive your user name and password.**

### **Technology/Acceptable Use**

All students will participate in educational sessions regarding Internet Safety and Cyberbullying. In addition, all students must have a signed Student Acceptable Use and Internet Safety Agreement form on file at the school in order to access school technology resources and the internet.

### **Transfers**

During the school year, some of you may move and transfer to another school. All textbooks and library books belonging to Crosswell Drive Elementary must be returned and all fees/fines paid, if applicable.

### **Transportation Changes**

*Any changes in transportation (such as the student will be a car rider today instead of a bus rider) will require a signed note by the parent. If a student does not have a note, he/she will be sent home his/her regular way. Please note that students are not allowed to ride a bus other than the one to which they are assigned. If you call the school to report a transportation change, you must do so before 1:00 p.m.*

## **Visitors**

We welcome and encourage parents to visit Crosswell Drive. We rely on your active support for success. Keep in mind that our students' safety is our highest priority. Please remember that all visitors:

- must enter through the main entrance and report immediately to the front office.
- will be required to sign-in using a computerized system.
- will be required to wear a visitor's pass at all times while in the building.
- will be required to sign-out and exit the building through the main entrance.
- will present proper identification upon request.

## **Volunteers**

Parent volunteers are a very special resource. We value the many ways parents contribute to our learning community. Please contact the school office or the Volunteer Coordinator if you would like to donate of your time and talents. Sumter School District Policy requires that all volunteers fill out a volunteer application and complete a SLED background check (at a cost of \$25). Once you are approved as a volunteer, you will be required to attend a volunteer orientation held at the school.

## **Cell Phone Recording**

Please note, it is PROHIBITED to record classroom activities on electronic communication devices (Cell Phones). Due to student privacy and confidentiality you may become liable by other parties for a breach in student privacy and confidentiality. Under no circumstances should recording of other students occur unless it follows the Family and Educational Rights Privacy Act (FERPA) which is federal law. Please visit the district's website for more information on FERPA violations.

## **Website**

Please visit us at <http://cde.sumterschools.net> where you will find announcements, school news, class pages, and other important information. Please like our Facebook page and follow us on Twitter. Please visit the district's home page as well for changes/updates in Board Policy.

# CODE OF CONDUCT

*(Administrative Actions- Categories I-IV)*

Sumter School District will treat all students with fairness during the resolution of disciplinary matters. Disciplinary actions may vary based upon the seriousness of behavior and developmental age of the student. The Hearing Panel directs the administration to adhere to due process requirements when making decisions directly affecting students' protected rights under federal and state law in accordance with Policy JIA (Students Due Process Rights). Actions may range from in-school suspension to permanent expulsion.

## **Administrator must do the following;**

- give rudimentary hearing
- oral notice of infraction to student
- explanation of evidence against student
- student given opportunity to tell his/her version
- require notification to parent/legal guardian
- require payment for damages, if applicable
- make referral to school counselor or counseling program (required for Category I, Category II, and Category III offenses)
- consider a possible referral to outside agency, as required
- consider a possible referral to law enforcement agency, if applicable and warranted
- require the student to make up class work missed while on suspension in accordance with the district's make-up policy
- require conference with parent/legal guardian when student's behavior results in suspension
- inform the parent/legal guardian that the hearing officer will conduct hearings in accordance with state law and in compliance with board policies, as required
- investigate alcohol or drug related offenses; using guidelines for drug/alcohol related offenses as provided by the school intervention program

*NOTE: Grades Pre-K through five, parent/legal guardian conference may be used at the discretion of the principal or at schools without an in-school suspension program for Categories I – III.*

## **Code of Conduct**

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the board and the administration offer a list of offenses along with the required or recommended dispositions, along with potential interventions for the information of

students, parents/legal guardians and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route from the bus stop to and from school and back to the bus stop on a school bus or other school vehicle

It is the opinion of the board that acceptable student behavior, including the following criteria, is to be expected from all students:

- respect to peers, faculty and staff exhibited through actions and speech
- pride in personal and school property exhibited by taking care of the physical building and respecting the property rights of others
- desire and effort toward educational achievement are to be priorities as exhibited by following teacher/staff direction; reporting to class promptly and consistently; and being prepared to work without interfering with instruction
- obedience to all laws, discipline code, rules and community norms

The board believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, this definitive code on student discipline was developed with the assistance of parents/legal guardians, students and administrators from Sumter School District.

This code will be in effect at bus stops, on school buses, at school and at all school-sponsored activities, both on and off campus.

*NOTE: To help clarify some problems that might occur with students who are on their way to and from school or involved in school-sponsored activities, the following will be observed. The school's jurisdiction may extend within sight and sound of the school building or beyond if the student's outside conduct reaches into the school and is detrimental to the good order and best interest of the school. Copies of this code, or a summary thereof, will be transmitted at the beginning of the school to the parents/legal guardians of each student attending schools in the district. School staffs, students and bus drivers will be trained in this discipline system each year.*

Students in grades three through five will complete a test of understanding and teachers in grades Pre-K through two will document instruction and understanding of the discipline code concepts through a discipline assessment.

### **Extenuating, Mitigating or Aggravating Circumstances**

The board confers upon the superintendent or designee the authority to consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate action.

The board realizes extenuating circumstances occur in which a student may bring an unauthorized item to school such as, but not limited to, drugs or weapons. Upon realizing the item is in his/her possession, he/she must notify immediately a teacher, staff member, administrator, or school resource officer. However, if the student chooses not to submit the unauthorized item to school officials, and he/she is found in possession of the item, the student must follow the disciplinary process outlined in this administrative rule.

### **Discipline for Students with an Identified Disability**

Students identified as disabled pursuant to the Individuals With Disabilities Education Act (“IDEA”) will be disciplined in accordance with federal and state law as set forth in special education policy and procedures.

### **Electronic Communication Devices (ECD)**

The possession of electronic devices by students during the school day may have an adverse effect on classroom instruction. Electronic communications devices are defined as telecommunications devices, to include mobile telephones that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Therefore, any student who is in possession of an electronic communications device as outlined in the district’s policy and the guidelines as noted below is subject to discipline as provided under the district’s code of student conduct.

### **Guidelines for Electronic Communication Devices Offenses**

1st offense – Warning/ Parent Conference

2nd offense - School personnel will confiscate the cell phone and immediately turn it in to an administrator to be kept in a locked, secure place. The phone will be returned to the parent/legal guardian (no exception) pending a parent conference. The conference may be held as soon as the next school day.

3rd offense - School personnel will confiscate the cell phone and immediately turn it in to an administrator to be kept in a locked, secure place. The student will receive a discipline referral with a written explanation on the referral and a verbal explanation to the parent/legal guardian reminding him/her that because it is the third offense, the phone will be returned one year from the date of confiscation. The phone will be kept at the school in a secure location by the principal or assistant principal with the student's name and second offense on a label on the phone. Neither school nor district personnel will be responsible if phone is lost or damaged. The discipline for the third offense will be temporary removal from class and/or In School Suspension.

NOTE: If a student’s behavior and actions result in a “refusal to surrender unauthorized items” to any school administrator or staff person, a Category II consequence will apply and be handled accordingly. The consequence will be an Out-Of-School Suspension. Issued 5/23/11; Revised 5/14/12



## **Level of Offenses (Pre-K – 5)**

Listed below are the four discipline categories for offenses with Category I as the least serious offenses and Category IV as the most serious offenses. Each category also has a listing of corresponding administrative actions.

### ***Discipline - Category I Offenses***

- bus violation (refer to the transportation policy)
- detention violation
- excessive noise
- inappropriate affection
- inappropriate language
- inappropriate materials
- littering
- violation of class rule
- other offenses (minor)

### ***Category I Actions***

Violations in this category may result in, but not exceed, the following administrative actions:

- 1st - 3rd offense – parent/legal guardian notification/conference
- 4th offense – school counselor referral
- 5th - 10th offense – one to three class days out-of-school suspension

### ***Discipline – Category II Offenses***

- aiding others
- cheating
- confrontation/altercation
- cutting activity
- cutting class
- cutting school
- dishonesty
- disrupting class
- dress code violation
- driving violation
- failure to comply with disciplinary action
- gambling

- horseplay
- ID violation
- inappropriate affection
- larceny/theft
- leaving class
- loitering
- obscene gesture
- off limits (in a restricted area)
- profanity

- refusal to obey/defiant
- running
- tardy
- throwing objects
- tobacco
- unauthorized (use of an electronic) device
- vandalism
- other offenses (minor)

### **Category II Actions**

Violations in this category may result in, but not exceed, the following administrative actions:

- 1st offense – warning conference or administrative detention
- 2nd offense – administrative detention and school counselor referral
- 3rd offense – administrative detention and parent/legal guardian conference
- 4th offense – one to three class days out-of-school suspension
- 5th offense – three to five class days out-of-school suspension
- 6th offense – five to seven class days out-of-school suspension
- 7th offense – recommendation for expulsion

### **Discipline – Category III Offenses**

- |                      |                                  |
|----------------------|----------------------------------|
| • bite/pinch/spit    | • forgery                        |
| • bullying*          | • gang activity*                 |
| • computer violation | • harassment*                    |
| • contraband         | • hit/kick/push                  |
| • cyber bullying*    | • inappropriate physical contact |
| • fighting*          | • intimidation*                  |
| • fireworks          | • larceny/theft                  |

- leaving school
- loitering
- major disruption
- obscene gesture
- profanity
- property misuse

- refusal to obey/defiant
- simple assault\*
- issue threats
- trespassing
- vandalism
- other minor infraction(s)

### **Category III Actions**

Violations in this category may result in, but not exceed, the following administrative actions:

- 1st offense – one to five class days out-of-school suspension and school counselor referral
- 2nd offense – three to five class days out-of-school suspension and parent/legal guardian conference
- 3rd offense – five to seven class days out-of-school suspension
- 4th offense – recommendation for expulsion

The following aggressive offenses: \*bullying, cyber bullying, fighting, gang activity, harassment, intimidation, simple assault and any combination of these seven offenses **may** result in a recommendation for expulsion with the second offenses.

### **Discipline - Category IV Offenses (most serious offenses)**

- |                                |                          |
|--------------------------------|--------------------------|
| • aggravated assault           | • disturbing school      |
| • alcohol/liquor law violation | • drug distribution      |
| • arson                        | • drug possession        |
| • bomb threat                  | • drug usage             |
| • bribery                      | • embezzlement           |
| • burglary                     | • extortion              |
| • computer violation           | • fire alarm             |
| • contraband                   | • fireworks              |
| • contract violation           | • forced sexual offenses |

- fraud
- gang activity
- harassment
- homicide
- indecent exposure
- intimidation
- kidnap/abduction
- non-forcible sexual offense
- pornography
- prostitution
- robbery
- sexual harassment
- sex violation
- simple assault
- issue threats
- vehicle theft
- weapon(s)

## **Transportation**

The preceding student discipline code applies to student behavior en route from the bus stop to and from school and back to the bus stop on a school bus or other school vehicle.

In addition to discipline procedures outlined in this code, principals may add or substitute the following sanctions for transportation infractions;

- three class days suspension from buses
- five class days suspension from buses
- seven class days suspension from buses
- 10 class days suspension from buses
- recommendation for permanent bus suspension\*

Parent/Legal guardian notification is required for a bus suspension.

### **Actions based on the number of offenses**

- 1st offense – warning/ parent conference
- 2nd offense – parent/legal guardian conference
- 3rd offense – one class day bus suspension
- 4th offense – three class days bus suspension
- 5th offense – five class days bus suspension
- 6th offense – 10 class days bus suspension
- 7th offense – recommendation for permanent bus suspension\*

*\*At the end of the first semester, principals may recommend probation if the student has been suspended from the bus for more than 45 days. If a student on probation receives one referral, the student will receive permanent suspension from the bus for the remainder of the school year*